



TEXAS DEPARTMENT OF HEALTH
Trauma Facility Designation Process for
General (Level III) Trauma Facility Applicants

1. Request a designation application packet from the Bureau of Emergency Management's Trauma Program (512) 834-6700 or download it from the file library at www.tdh.state.tx.us/hcqs/ems.
2. Review the criteria for General Trauma Facility designation.
3. Fill out the "*Complete Application for Level III Designation*."
4. Complete the "*Criteria Checklist for Level III Trauma Facility Designation*" utilizing the columns labeled "Hospital".
5. Submit the following documents in preparation for General Trauma Facility designation:
 - four (4) copies **(all blanks filled in and attached tables/addendums included)** of the "*Complete Application for Level III Designation*"
 - four (4) copies of the completed "*Criteria Checklist for Level III Trauma Facility Designation*."
 - the application fee (\$2.00 per licensed bed, \$100.00 minimum/\$2,000 maximum)
 - a letter from the Regional Advisory Council (RAC) with which the facility is affiliated which confirms facility participation in RAC activities
6. Submit the required documents to: Texas Department of Health
Bureau of Emergency Management/Trauma Program
1100 W. 49th Street
Austin, Texas 78756-3199
Phone: 512/834-6700
7. In written correspondence following the review of the application, BEM will offer technical assistance by identifying critical deficiencies in the facility's trauma program and providing follow-up as needed.
8. Notify the Trauma Program, in writing, of the surveyor team composition and survey date.

9. Prepare for the site survey.
 - a. The survey team may request a pre-review working dinner the evening prior to your survey. Key representatives to your trauma program should be available for interviews. Coordinate the agenda for the evening with the survey team.
 - b. Identify a room to be available for the survey team to use during the site visit.
 - c. Contact the surveyors, they will provide you with a list of materials that need to be available during the survey. Such items may include:
 - 1.) Trauma CME/credentialing policies for all physicians providing care to trauma patients.
 - 2.) Physician on-call rosters for the last 6 months
 - 3.) List of all nurses (RNs & LVNs)
 - 4.) Nurse staffing schedules
 - 5.) Emergency department log for last 12 months
 - 6.) Trauma medical records:
 - a) All trauma deaths
 - b) At least 20 trauma charts (these should be the charts of the most recent trauma patients); additional records will be chosen from the emergency room log by the surveyors
 - 7.) Quality Improvement (QI) notebook for last 12 months
 - 8.) Trauma/Hospital QI Committee minutes
 - 9.) Emergency Department QI Committee minutes
 - 10.) Transfer agreements
 - d. Plan a selective hospital tour, which may include the emergency room, laboratory, blood bank, radiology, operative suite, recovery room, and intensive care unit. The trauma nurse coordinator and medical director of the emergency room should accompany the survey team on this tour. The surveyors may wish to discuss with trauma team members their duties and responsibilities when caring for trauma patients.
10. The site survey report should be sent to the hospital by the surveyors within 30 calendar days of survey date.